

PART 2006 - MANAGEMENT

Subpart U - Information Resources Management: Office Automation and End
User Computing

§2006.1001 Authority.

Under provisions of the Paperwork Reduction Act of 1980 (Public Law 96-511) and USDA implementing directions, the Assistant Administrator for Automated Information Services is designated as the Farmers Home Administration (FmHA) Senior Information Resources Management (IRM) Official and is responsible for implementing FmHA policy relating to data processing, word processing, office automation, and all other IRM-related technologies.

§2006.1002 General.

It is the policy of FmHA to use Office Information Systems and Automatic data Processing Systems, in support of office automation and end user computing, whenever it can be demonstrated that use of such systems is cost-beneficial or improves management effectiveness enough to offset the increase in cost when compared to manual methods of processing information. It is also FmHA policy to procure hardware and software, supporting office automation and end user computing only when a specific application proposal and implementation plan have been developed. The proposal should identify what available resources the procurement will offset or augment and provide enough detail to constitute a reasonable basis for making a management decision to expend Federal funds.

§2006.1003 Objective.

The objective of this Instruction is to provide a consistent policy for the development and use of office automation and end user computer systems.

§2006.1004 Definitions.

(a) Office automation. Office automation includes the use of computer terminals, word processors, micro- and mini-computers, telecommunications, and related equipment and systems to assist in normal office operations in order to expedite communications and office operations while reducing the amount of paperwork.

(b) End user computing. End user computing is the use of computer terminal, word processors and micro- and mini-computers to produce organized data and information about an activity that is useful in managing and FmHA function when such use is by the ultimate user of the processed data, rather than by a computer specialist in a central computer facility or staff.

(12-28-88) PN 100

(c) User documentation. User documentation includes data input requirements, system edit criteria, processing methodologies, and discrepancy correction for each accounting process to facilitate end user computing.

§§2006.1005 - 2006.1007 [Reserved]

§2006.1008 Operating policies.

(a) Office automation (OA) assistance training and support. This function, coordinated by the Assistant Administrator for Automated Information Services, will be established to provide technical assistance and training in the development of and use of office automation and end user computing as follows:

(1) National Office - The Management Systems Division will provide this function for the National Office staff.

(2) Finance Office - The Financial Systems Division will provide the automation assistance for the Finance Office. The Fiscal and Accounting Division will provide training/technical assistance support for the Automated Discrepancy Processing System (ADPS).

(3) Field offices - The Applications Development Branch, Management Systems Division, will perform this function in support of field offices (through the State Offices for District and County offices) except for ADPS. The Fiscal and Accounting Division will provide training/technical support for the ADPS.

(b) Shared memory systems. Shared memory (shared logic or shared storage) systems will be installed at appropriate organizational levels to assure that automated correspondence controls, executive scheduling, electronic mail, and automation of similar office activities can be implemented and effectively evaluated as to their usefulness.

(c) Shared resources. Hardware and software will be shared among multiple users and used for multiple purposes whenever feasible.

(d) Identification of applications. Each Division, Staff, or State Office is responsible for identifying where office automation and end user computing can be effectively used in its area of responsibility and for contacting the appropriate OA Assistance and Support office, as identified in paragraph (a) of this Section, for guidance in documentation of need, justification, development and implementation.

§2006.1008 (Con.)

(e) Procurements. Requests for procurements of hardware and software should be stated in terms of functional capabilities required to provide an appropriate level of support. The request will be approved at the Division level in the National and Finance Offices and at the State Office level in the field. The approved request will then be forwarded to the appropriate OA Assistance and Support office for recommendation and further forwarding to the Assistant Administrator for Information Systems Management and the Automation Review Council for final recommendation. Final approval will be made by the Administrator when fund availability has been determined by the Contract Review Board and all GSA, USDA, and FmHA regulations are complied with. (Revised 10-12-94, PN 235.)

(f) Pilot projects. A pilot project is a small-scale installation that represents a proposed larger system. Pilot projects will be used to test new systems' performance and refine systems; design prior to full implementation of a planned larger system. Pilot projects should determine whether a system design is as cost-effective in practice as it is in theory. Organizations requesting a pilot project will request guidance of the appropriate OA Assistance and Support office in preparing a requirements analysis before the project is started. Pilot projects will include a process of documented evaluation of the results.

§2006.1009 Requests for change to FmHA user documentation.

A request for change to the user documentation will be submitted on Form RD2006-21, "Information Systems Management (ISM) Request for Change to User Documentation," in accordance with the Forms Manual Insert. (Revised 10-12-94, PN 235.)

§§2006.1010 - 2006.1050 [Reserved]

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